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## APPEALS POLICY AND PROCEDURE

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

The grievance and appeals procedures are explained below along with equal opportunities and candidate access requirements, if applicable.

The candidate is encouraged to seek clarification and advice whenever necessary.

Assessment methods:

- Observations
- Oral questioning
- Written questioning
- Work product
- Witness testimony
- Professional discussion
- Candidate personal reports
- Projects
- Accreditation of prior achievement

Special needs and allowances along with assessment documentation and portfolio building techniques will be agreed with your assessor.

Your assessor will discuss with you the units that you will have to achieve to prove competency in to achieve your chosen qualification. On completion of the self analysis form you should be able to agree your optional units with your assessor.

### Grievance/Appeals Procedure

If any candidate disagrees with the decision made by an Assessor, they may appeal to an appropriate Internal Verifier to clarify the issue. The Internal Verifier must, within 7 days interview both the candidate and the Assessor. Within 10 days of these interviews taking place the Internal Verifier is to advise both parties of their decision regarding the appeal. If the candidate is still not satisfied, they may appeal to the External Verifier. (See candidate appeal flowchart.)

Should an Assessor disagree a judgement made by an Internal Verifier then they have the right to appeal to the External Verifier who will arbitrate. In cases where the Internal Verifier/External Verifier are the interested parties then the appeal will be passed to another External Verifier. (See Assessor appeal flowchart.)

A record must be kept of all such appeals and actions taken.

### Access and Equal Opportunities

All members of staff employed in a role where this particular qualification is relevant, will be granted the opportunity to be assessed for the qualification without prejudice and Foresight's policy statements on Equality and Diversity shall be entirely relevant.

Title: \_\_\_\_\_ Level: \_\_\_\_\_

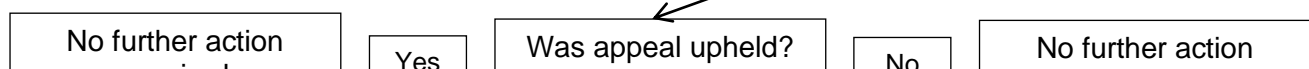
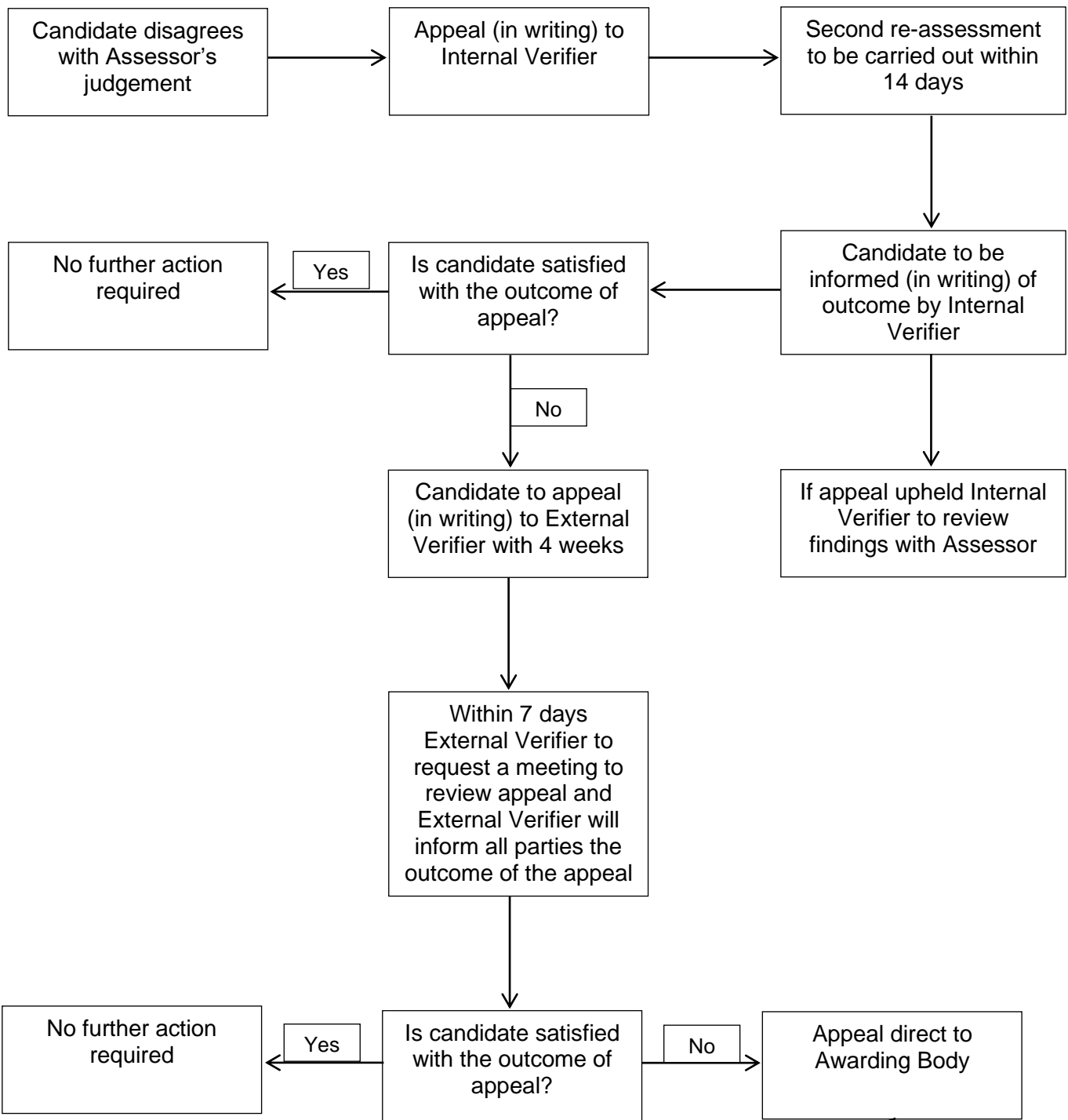
Optional units required to achieve your qualification: \_\_\_\_\_

Candidate signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: Your Internal Verifier will be: \_\_\_\_\_

## CANDIDATE APPEALS



## ASSESSOR APPEALS

